

## Message Text

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ORIGIN SS-20

INFO OCT-01 SSO-00 ISO-00 OC-06 CCO-00 RSC-01 /028 R

DRAFTED BY S/S-S:RGHSEITZ

12/5/73 28338

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FM SECSTATE WASHDC

INFO AMEMBASSY LISBON IMMEDIATE 0000

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: S/S SUPPORT FOR SECRETARY'S VISIT

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM CONSISTING OF FSO KIM PENDLETON AND SECRETARY JULIE COOPER WILL ADVANCE SECRETARY'S VISIT TO LISBON. PENDLETON AND COOPER WILL ARRIVE LISBON DECEMBER 20 TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. WE PRESENTLY PLAN TO HAVE A SECOND S/S TEAM (ROBERT BLACKWILL/MOIRA HALEY) ON SECRETARY'S PLANE. FSO SHOULD BE ASSIGNED TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED SECRETARY SHOULD ALSO BE AVAILABLE TO S/S ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR BASIS THEREAFTER. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE, THE POST SHOULD PREPARE A MINUTE-BY-MINUTE, DETAILED SCENARIO FOR THE SECRETARY'S ACTIVITIES.

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THE SCENARIO SHOULD BE UPDATED BY CABLE TO THE DEPARTMENT  
AND THE SECRETARY'S PARTY AS CHANGES BECOME NECESSARY.

A. S/S WOULD APPRECIATE BY CABLE GUEST LISTS FOR  
ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON S/S  
ARRIVAL, PLEASE HAVE AVAILABLE AS FAR AS POSSIBLE THE  
SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH  
APPROPRIATE DRAFT THANK-YOU NOTES TO HOST OFFICIALS  
FOR SECRETARY'S SIGNATURE.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE FOR  
S/S USE ON A 24-HOUR BASIS.

B. YOU HAVE RECEIVED SEPARATE CABLE ON LOCATION OF S/S  
OFFICES.

C. S/S OFFICES:

(1) THREE DESKS FOR OFFICERS AND TWO TYPING TABLES  
FOR SECRETARIES

(2) TYPING TABLE FOR EMBASSY SECRETARY

(3) NORMAL OFFICE SUPPLIES AND FORMS

(4) TWO CONFERENCE TYPE TABLES AND ONE BAR-LOCK  
CABINET

(5) ONE XEROX MACHINE - ARRANGEMENTS SHOULD BE MADE  
FOR 24-HOUR REPAIR SERVICE AND/OR BACKUP MACHINE

(6) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT,  
ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS  
OR INFORMATION

(7) 2 (TWO) ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE  
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ESSENTIAL, PREFERABLY IBM SELECTRIC

(8) TELEPHONE ON EACH DESK

D. S/S REQUIRES 24-HOUR OPEN STORAGE FOR CLASSIFIED  
MATERIAL: ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR  
MARINE GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S  
WILL HAVE ACCESS TO S/S AREA.

E. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TEAMS OF TOP SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN MISSION AND SECRETARY'S PARTY. PLEASE ASSURE THEY HAVE THEIR OWN VEHICLES.

4. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24-HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATORS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S. LATERAL CABLES WILL BE SLUGGED "FOR THE SECRETARY'S PARTY" OR "FOR (NAME)" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND TO SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT LIMITED OFFICIAL USE

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ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES TO CABLES:  
(1) TOSEC/SECTO - NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING; (2) TOSEC/SECTO - LIMDIS, ALL OTHER TOSEC/ SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15

COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY

TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES.

INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTTEL.

5. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING).

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN COPIES OF EACH SUBSTANTIVE ITEM SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO HOUR INTERVALS THEREAFTER UNTIL 2400.

C. COPIES OF AVAILABLE ENGLISH LANGUAGE NEWSPAPERS SHOULD BE MADE AVAILABLE TO EACH MEMBER OF PARTY AT THEIR HOTEL ROOMS. FIVE EXTRA COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD ALSO BE DELIVERED LIMITED OFFICIAL USE

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DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED TO DEPT TO ATTN OF S/S-S AFTER DEPARTURE OF PARTY.

6. MANY THANKS FOR YOUR ASSISTANCE. KISSINGER

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 05 DEC 1973  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Authority:** golinofr  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1973STATE238176  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** S:RGHSEITZ  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** n/a  
**From:** STATE  
**Handling Restrictions:** n/a  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1973/newtext/t19731243/aaaabfjy.tel  
**Line Count:** 208  
**Locator:** TEXT ON-LINE  
**Office:** ORIGIN SS  
**Original Classification:** LIMITED OFFICIAL USE  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 4  
**Previous Channel Indicators:**  
**Previous Classification:** LIMITED OFFICIAL USE  
**Previous Handling Restrictions:** n/a  
**Reference:** n/a  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** golinofr  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 25 SEP 2001  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <25-Sep-2001 by rowellE0>; APPROVED <28-Nov-2001 by golinofr>  
**Review Markings:**

Declassified/Released  
US Department of State  
EO Systematic Review  
30 JUN 2005

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** S/S SUPPORT FOR SECRETARY'S VISIT  
**TAGS:** OVIP, (KISSINGER, HENRY A)  
**To:** LISBON MULTIPLE  
**Type:** TE  
**Markings:** Declassified/Released US Department of State EO Systematic Review 30 JUN 2005